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OFFICE OF COMPUTER SERVICES

PERSONNEL

NOTICE 20-1-71
14 June 1971

OCS CAREER SERVICE PANEL

RESCISSION: OCS Instruction 69-3, dated 6 June 1969.

1. Purpose

This notice describes the policies, organization, responsibilities and procedures of the Office of Computer Services Career Service Panel.

2. Policy

The policy of the OCS Career Service Panel is to review OCS personnel and to make recommendations to the Director of the Office of Computer Services which will insure equitable consideration of each employee in matters concerning their advancement and career development.

3. Scope

Employees in OCS positions of the "R" Career Service and those assigned to another Agency component for a tour of duty will be covered by this notice.

4. Organization

a. The OCS Career Service Panel will consist of the following members:

(1) Permanent members (voting)

- (a) Deputy Director of Computer Services (Chairman)
- (b) Executive Officer
- (c) OCS Division Chiefs
- (d) Chief, Advanced Projects Staff
- (e) Chief, ADP Training Staff

(2) Recording Secretary (non-voting)

- (a) Personnel Officer (Principal)
- (b) Chief, Administrative Staff (Alternate)

PERSONNEL

NOTICE 20-1-71

14 June 1971

Page 2

- b. Four voting members will constitute a quorum.
- c. The Director of Computer Services will designate a Chairman in the absence of the regular Chairman.
- d. Membership on the Panel may not be delegated, but in the absence of a Panel member, the Chairman may invite an appropriate person to provide information to the Panel concerning the matter under consideration.

5. Responsibilities

The Panel will review proposed individual actions and changes in major policies affecting the careers of OCS personnel and make appropriate recommendations to the Director. Major areas of interest include recruitment, personnel performance, salary administration, professional development and competitive ranking.

6. Procedures

- a. The OCS Career Service Panel will normally meet on the second Thursday of each month immediately following the regularly scheduled OCS Staff Meeting. Special meetings may be called at the request of the Director of Computer Services or the Chairman.
- b. All items to be considered by the Panel will be submitted to the Secretary one week preceeding the day on which the Panel meets. These items, with pertinent reference material, and an agenda will be distributed to all members to allow for adequate review three days prior to the meeting.
- c. If action is required under circumstances in which a formal Panel meeting cannot be held, the Chairman or a member delegated in his place by the Director shall solicit verbal recommendations from individual members. These actions shall be reviewed at the next Panel meeting and recorded at that time.
- d. Minutes of all meetings will be prepared by the Secretary and submitted to the Chairman and Panel members for their review and

PERSONNEL

NOTICE 20-1-71

14 June 1971

Page 3

concurrence. These recommendations will be forwarded to the Director of Computer Services for approval.

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JOHN D. IAMS

Director of Computer Services

DISTRIBUTION: All OCS Employees

RETENTION: Permanent